

**STOW-MUNROE FALLS PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
Monday October 20, 2025**

**CALL TO ORDER**

The meeting was called to order at 6:40 pm by President Shubert.

**PRESENT**

Tom Shubert, President; Craig Mancuso, Vice President; Carla Wyckoff, Secretary; Emily Hegner, Rich Bedell, Angela Daniel, Michael Jundi

**OTHERS PRESENT**

Gale Koritansky, Director

**PUBLIC**

No public comment

**MINUTES**

**MOTION NO. 251020-1    APPROVE SEPTEMBER 15, 2025, MINUTES**

Mancuso moved, Jundi seconded:

RESOLVED:            That the Board Minutes of September 15, 2025, regular meeting be accepted and approved.

The roll being called on its adoption, the vote resulted as follows:

AYES: Daniel, Mancuso, Wyckoff, Hegner, Bedell, Shubert, Jundi

NAYS:

Motion carried.

**FINANCE**

**MOTION NO. 251020-2    APPROVE SEPTEMBER TREASURER'S REPORT**

Wyckoff moved, Daniel seconded:

RESOLVED: That the Board of Trustees approves the Treasurer's Report for September 2025.

**MTD Bank Report for Year 2025 Month 09 - STOW MUNROE FALLS PUB LIB**

Bank	Description	Beg Mo Bal	Deposits	Withdrawals	Trans In	Trans Out	Balance
0001	MAIN CHECKING ACCOUNT	517,814.07	5,408.45	207,270.12	0.00	0.00	315,952.40
0002	PAYROLL CHECKING ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00
0004	BUILDING PROJECT CHECKING ACCT	0.00	0.00	0.00	0.00	0.00	0.00
0009	IMPREST FUNDS	300.00	0.00	0.00	0.00	0.00	300.00
0020	CERTIFICATES OF DEPOSIT	0.00	0.00	0.00	0.00	0.00	0.00
0021	STAR OHIO - INVESTMENTS	1,654,499.64	0.00	0.00	0.00	0.00	1,654,499.64
0024	STAR OHIO BLDG - INVESTMENTS	93,188.45	0.00	0.00	0.00	0.00	93,188.45
0029	STAR PLUS OHIO - INVESTMENTS	0.00	0.00	0.00	0.00	0.00	0.00
0030	US BANK - REDTREE INVESTMENTS	743,073.37	0.00	0.00	0.00	0.00	743,073.37
0206	US BANK - FROEBE ENDOWMENT	512,599.00	0.00	0.00	0.00	0.00	512,599.00
10 Banks		3,521,474.53	5,408.45	207,270.12	0.00	0.00	3,319,612.86

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Mancuso, Wyckoff, Daniel, Hegner, Jundi, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-3 APPROVE ALLOCATED 2025 PLF MONIES**

Hegner moved, Jundi seconded:

RESOVLED: That the Board of Trustees approves the 6.38881% of estimated PLF (Public Library Funds) monies for Summit County allocated to Stow-Munroe Falls Public Library for 2026 as agreed and voted on by the Library Trustees Council of Summit County on October 9, 2025.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Wyckoff, Mancuso, Jundi, Hegner, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-4 APPROVE THE APPROPRIATION OF TRANSACTION FOR THE MATERIALS BUDGET**

Jundi moved, Mancuso seconded:

RESOLVED: That the Board of Trustees authorizes the Interim Fiscal Officer to appropriate \$7,600 from 101.0.54300 Audiovisual to 101.0.54500 Computer Services and Information.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Wyckoff, Mancuso, Jundi, Hegner, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-5 APPROVE COMBINING THE HUNTINGTON BANK ACCOUNTS**

Hegner moved, Mancuso seconded:

RESOLVED: That the Board of Trustees authorizes the Interim Fiscal Officer to merge the Huntington Bank Account Stow-Munroe P/R Account and the Huntington Bank Account Stow Munroe-Falls Public Library into one account.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Wyckoff, Mancuso, Jundi, Hegner, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-6 APPROVE COMBINING THE STAR OHIO ACCOUNTS**

Mancuso moved, Hegner seconded:

RESOLVED: That the Board of Trustees authorizes the Interim Fiscal Officer to merge the two Star Ohio investment accounts into one Star Ohio investment account.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Daniel, Wyckoff, Mancuso, Jundi, Hegner, Shubert  
NAYS:

Motion carried.

## **PROGRAM**

### **DIRECTOR'S REPORT**

#### **MOTION NO. 251020-7    ACCEPT THE DIRECTOR'S REPORT**

Wyckoff moved, Jundi seconded:

RESOLVED:            That the Board of Trustees accepts the written Director's report for the month of September 2025.

The roll being called on its adoption, the vote resulted as follows:

AYES: Bedell, Renninger, Wyckoff, Daniel, Mancuso, Shubert  
NAYS:

Motion carried.

Ms. Koritansky reviewed her written Director's Report. She noted that circulation is up this year, and that the library had a very successful Library Card Signup Month. She also shared that the Children's Department visited every fourth-grade class in the Stow-Munroe Falls School District to register students for library cards.

## **Turtle Sculpture**

Ms. Koritansky presented the proposed turtle sculpture of Spike to the Board of Trustees. She explained that the Marketing Department would like to use their John Cotton Dana Award funds to commission a piece of public art to be placed in front of the building. They believe it would be a meaningful addition to the library that everyone could enjoy. The Board agreed that this was a good use of the award funds

## **DISCUSSION ITEMS**

### **Succession Plan for the Director and Fiscal Officer**

Ms. Koritansky stated that she had written a succession plan for herself upon starting this position in 2020. She is currently composing a succession plan for the Fiscal Officer position. Ms. Koritansky will bring copies of both plans to the next Board of Trustees meeting for review.

### **Strategic Plan Update**

Ms. Koritansky informed the Board that the staff committee meets weekly and has reviewed all materials from the survey, focus groups, and staff input. The strategic plan is currently being written and is expected to be completed by the December 2025 Board meeting for review and approval.

### **DVD Removal Request**

The Board reviewed a patron's request to remove the movie *Anora* from the collection. The film, an Academy Award winner for Best Picture and Best Actress, will remain in the library's collection. The Board advised the Director to review *Miller v. California (1973)* and respond to the patron, confirming that the DVD will not be removed.

### **Insurance Coverage Inquiry**

Mr. Jundi requested clarification on the Library's insurance policy. It was confirmed that the Director, Fiscal Officer, and Board of Trustees are covered under the policy.

## **BOARD COMMITTEES**

### **BUILDING & GROUNDS & TECHNOLOGY**

Mr. Shubert stated nothing to report.

### **FINANCE**

Mr. Bedell stated that the committee met at 6:00 p.m. and reviewed the reports. He briefly noted that the committee received an update from Interim Fiscal Officer Mr. Gemmell, who is making good progress during this period without a full-time fiscal officer. The committee also reviewed the fiscal policies scheduled for a vote this evening. Everything was in order, and the meeting adjourned at 6:34 p.m.

### **MOTION NO. 251020-8    THAT THE BOARD OF TRUSTEES RESCINDS THE BOARD POLICY: ACCESS TO UNUSED CHECKS**

RESOLVED: It will be the Fiscal Officer responsibility to maintain a secure cabinet in which unused checks and other security sensitive articles may be stored, such as personnel records and other valuables.

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-9 THAT THE BOARD OF TRUSTEES RESCINDS THE BOARD POLICY: CHECK SIGNATURES**

RESOLVED: All checks written from the regular account require two (2) signatures, that of (a) the Fiscal Officer or Deputy Fiscal Officer and (b) any officer of the Board of Trustees. A separate account is maintained for payroll. One signature, that of the Fiscal Officer or Deputy Fiscal Officer, is required for all payroll and employee deduction checks. At the end of each pay period, one check is drawn from the regular account, signed by (a) the Fiscal Officer or Deputy Fiscal Officer, and (b) any officer of the Boards of Trustees. This supersedes the Check Signature Policy of January 18, 1988, allowing for one signature.

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-10 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: CHANGE ORDER POLICY**

RESOLVED: ~~All Change Orders must be signed by the Board President and the Fiscal Officer. If one is unavailable, the Vice President of the Board will serve as one of the required signers.~~

~~Change Orders totaling \$5,000 or less may be approved by the Board President, or Fiscal Officer, on behalf of the Board without prior Board action. These approvals must be reported at the next regular Board meeting, at which official Board action will be required.~~

~~For Change Orders exceeding \$5,000, the Board President, and Fiscal Officer, may sign only after obtaining prior approval through a Board adopted resolution.~~

*All Change Orders must be signed by both the Board President and either the Fiscal Officer or Director. If either the Board President or the Fiscal Officer/Director is unavailable, the Board Vice President may serve as one of the required signers.*

*Change Orders totaling \$5,000 or less may be approved by the Board President, Fiscal Officer, or Director on behalf of the Board without prior Board action. These approvals must be reported at the next regular Board meeting, during which official Board action will be required to confirm the approval.*

*For Change Orders exceeding \$5,000, signatures from the Board President and either the Fiscal Officer or Director may be provided only after prior approval is granted through a Board-adopted resolution.*

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-11 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: INVESTMENT POLICY**

RESOLVED:

Policy

It is the policy of the Stow-Munroe Falls Public Library, herein after referred as "the Library", to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

This policy includes all funds governed by the Board of Trustees. The Fiscal Officer, *or Director*, shall routinely monitor the contents of the Library's investment portfolio, the available markets and relative value of competing investments and will adjust the portfolio accordingly.

Investment Objectives

The purpose of the investments is to maximize the returns on the Library's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments, further categorized below.

1. Safety

Safety of the principal is the foremost objective of the investment program. Investments of the Library shall be undertaken in a manner that ensures the preservation of capital in the overall portfolio.

2. Liquidity

The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements. Portfolio liquidity is defined as the maturity or ability to sell a security on a short notice near the purchase price of the security.

### 3. Return on Investments

The Library's investment portfolio shall be structured with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

#### Investment Authority

Management and administrative responsibility for the investment program is hereby delegated to the Fiscal Officer **or Director**, who, under the delegation, advice and counsel of the Board, shall establish and monitor procedures for the operation of the investment program. The standard of prudence to be used by the investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officials acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectation are reported in a timely fashion and appropriate action is taken to control adverse developments.

#### Ethics and Conflicts of Interest

All participants involved in the investment process will refrain from personal business activity that could conflict or appear to conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials will disclose any material interests in financial institutions with which the Library conducts business. They will further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers will refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Library.

#### Authorized Financial Institutions and Broker/Dealers

The Fiscal Officer **or Director** shall maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified public depository as designated by the Library. All financial institutions, investment advisors, and broker/dealers who execute investment transactions must provide a certification of having read the Library's investment policy. Their signature will be required indicating they have received, read, understand, and will abide by its contents when recommending or selling investments to the Library.

#### Authorized Investments

The Board authorizes the Fiscal Officer **or Director** to make investments of available monies from the funds of the Library in securities authorized in Ohio Revised Code Chapter 135.14, as amended. A copy of the appropriate ORC section will be kept with this policy.

#### Maximum Maturities

To the extent possible, the Library shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Library will not directly invest in securities maturing more than 5 years from the date of purchase. Exceptions to this maturity restriction may exist for certain eligible investments under ORC 135.14 and are allowable under this policy.

#### Investment Restrictions



Derivatives: Under no circumstances may the Fiscal Officer *or Director* invest in a derivative as defined by the Ohio Revised Code, reverse repurchase agreements, or other funds prohibited by law.

The Fiscal Officer *or Director* shall also not make investments which they do not reasonably believe can be held until the maturity date or leverage any investment. The Fiscal Officer or Director, acting in accordance with the law may withdraw funds from approved public depositories or sell negotiable instruments prior to maturity.

#### Diversification

The investment portfolio shall be diversified to avoid over-concentration in securities from a specific maturity, issuer or business sector. The Library will continuously invest a portion of the portfolio in readily available funds including, but not limited to, money market funds, bank sweep accounts or STAR Ohio to ensure appropriate liquidity is maintained in order to meet ongoing obligations.

#### Investment Reporting

The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, and maturity date. The investing authority shall produce a monthly portfolio report detailing the current inventory of all obligations and securities.

#### Investment Policy Adoption

The investment policy shall be adopted by the Board. The policy shall be reviewed on an annual basis by the Fiscal Officer *or Director* and any modifications made thereto must be approved by the Board. Any future revisions will be filed with the Auditor of State in accordance with State of Ohio law.

---

Fiscal Officer/*Director*/Date

#### Acknowledgement of Authorized Institutions

By signing below, I acknowledge that I have reviewed and will comply with this Investment Policy as adopted by the Stow-Munroe Falls Public Library Board of Trustees.

---

Signature/Date

---

Financial Institution

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

### **MOTION NO. 251020-12 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: PROFESSIONAL INVOICES**

RESOLVED:

~~In the event that the Board retains professionals, including but not limited to lawyers and/or accountants, to render professional services on behalf of the library of the Board, the Board shall require that invoices for such professional services provide a complete breakdown of all services rendered on behalf of the library or the Board. Such invoices must state in detail the service provided, the provider of that service, the hourly rate of the provider, and the amount of time (recorded in units no less than quarters of hours) devoted to that service. It should also separately detail any disbursements made in the course of rendering those services.~~

~~In the event that such professional services are rendered to the library on a fixed fee basis, such a fee agreement must be approved in advance. The fee agreement must state in detail the services to be provided and the mechanism for reimbursing disbursements.~~

~~The professionals providing such services to the Board or to the library shall further agree to provide such other detail and documentation as the Board or library shall reasonably require.~~

~~The Board shall provide a copy of this policy to any such professional at the time that it is adopted, or if a professional relationship is commenced after the date of adoption of this policy, at the commencement of the engagement.~~

***If the Board retains professionals—such as attorneys, accountants, or other service providers—to perform work on behalf of the Library or the Board, all invoices must include a complete breakdown of the services rendered. Each invoice must specify:***

- *The nature of each service provided*
- *The name of the service provider*
- *The hourly rate of the provider*
- *The amount of time spent on each service (recorded in increments no smaller than 0.25 hours)*
- *A separate itemization of any disbursements incurred while providing those services*

***If services are provided on a fixed-fee basis, the agreement must be approved in advance. The agreement must clearly outline:***

- *The scope of services to be performed*
- *The method for handling and reimbursing disbursements*

***Professionals must also agree to provide any additional documentation or detail that the Board or Library may reasonably require.***

***A copy of this policy shall be provided to each professional at the time of adoption. For professional relationships established after the adoption of this policy, and the policy shall be provided at the commencement of the engagement.***

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-13 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: PROGRAM SUPPORT ACCOUNT**

RESOLVED:

~~The Program Support Account is a special account receiving private funds from an outside organization. The account is used to support needs for functions within the Library. The account must be set up with that organization's private account number(s). The account will not be maintained by the Fiscal Officer of the Library. This account cannot be combined with public funds. The Program Support Account will have authorized signatures from both appointed library staff and appointed organization member(s).~~

*The Program Support Account is a designated private account funded by an external organization to support specific programs and activities within the Library.*

*This account is separate from all public funds and must not be combined or shared with any public resources. It is established under the private account structure of the contributing organization and is not maintained by the Library Director or Fiscal Officer.*

*Authorized signatories for the account must include both appointed Library staff and designated representatives of the sponsoring organization.*

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-14 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: PURCHASE ORDERS POLICY**

RESOLVED:

~~A purchase order is required prior to any expenditure of funds and must be signed by (A) the Director and/or (B) the Fiscal Officer. The Director is assuring that the funds are properly expended and the Fiscal Officer is assuring that funds are available for the expenditure.~~

*A purchase order must be completed and signed before any funds are spent.*

*Signatures Required:*

- *(A) Director, and/or*
- *(B) Fiscal Officer*

***Responsibilities:***

- *The Director confirms that the expenditure is appropriate and aligns with library goals.*
- *The Fiscal Officer verifies that funds are available to cover the expenditure.*

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-15 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: PURCHASE POLICY**

**RESOLVED:**

~~The Board's authority for the purchase of materials, equipment, supplies, and services is extended to the library administration through the listing of such items compiled as part of the budget-making process and approved by the Board through its adoption of the annual appropriations resolution.~~

~~The purchase of items and services in the budget require no further Board approval, except on those instances in which, by law or Board policy, the purchases or services must be put to bid.~~

~~The Board will pass, at its first meeting of the fiscal year, specific authorizations for the procurement of supplies, equipment, and services for the fiscal year and for the disposal of obsolete equipment and materials.~~

***The Board of Trustees delegates authority to the Library Administration to purchase materials, equipment, supplies, and services as outlined in the approved annual budget and appropriations of resolution.***

***Purchases included in the adopted budget do not require additional Board approval unless otherwise required by law or Board policy (e.g., competitive bidding requirements).***

***At the first meeting of each fiscal year, the Board will authorize procurement of supplies, equipment, and services, and approve of the disposal of obsolete materials and equipment.***

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-16 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: SAFETY DEPOSIT BOX**

RESOLVED:

~~The Board of Trustees approves authorization for the Fiscal Officer, deputy Fiscal Officer, and Head Library Systems Administrator to access the safety deposit box at Huntington National Bank for the use of storage for the library's automation and finance systems. Two (2) signatures are required to access.~~

*The Board of Trustees authorizes the Fiscal Officer, and Director, to access the safety deposit box at the library's financial institution. The safety deposit box shall be used exclusively for the secure storage of the library's finance materials.*

*Access to the safety deposit box requires the presence and signatures of two (2) authorized individuals.*

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-17 THAT THE BOARD OF TRUSTEES AMENDS THE BOARD POLICY: SERVICE CONTRACTS**

RESOLVED:

~~The Fiscal Officer or Deputy Fiscal Officer is authorized to negotiate contracts or agreements for the purchase or lease of goods or services for the library. The Fiscal Officer must verify that the expense is a legal expenditure of library funds, that adequate funds to cover the contract have been previously appropriated by the Board, and that funds are either available or are in the process of being collected prior to signing any contracts.~~

~~Prior formal approval of the Board of Trustees is required for contracts that exceed \$5,000.00, except:~~

- ~~1. in cases of emergency or where the security and protection of library property, patrons, or staff is threatened. Examples of emergencies include fire, flood, storm damage, roof damage, theft damage to buildings or properties.~~
- ~~2. when purchase was included in the annual appropriations measure.~~

~~3. when an item represents an ongoing purchase of library material or service contract.~~

~~Final purchase selection for goods and services will be those that are in the best interest of and/or represent the best value to the library and support library goals.~~

~~The Director and Fiscal Officer are authorized to sign contracts on behalf of the Stow-Munroe Falls Public Library Board of Trustees.~~

~~The Board of Trustees has final approval for all service contracts.~~

### ***Service Contract Policy***

#### ***I. Authority to Negotiate***

***The Director and Fiscal Officer are authorized to negotiate contracts or agreements for the purchase or lease of goods and services for the Library.***

#### ***II. Verification of Funds***

***Before signing any contract, the Director or Fiscal Officer must confirm that:***

- ***The expense is a legal expenditure of library funds.***
- ***Adequate funds have been appropriated by the Board of Trustees.***
- ***Funds are available or are in the process of being collected.***

#### ***III. Board Approval***

***Formal approval of the Board of Trustees is required for all contracts exceeding \$5,000, except in the following cases:***

- ***Emergencies involving threats to library property, patrons, or staff (e.g., fire, flood, storm damage, roof damage, theft, or other damage).***
- ***Purchases are included in the annual appropriations measure.***
- ***Ongoing purchases of library materials or service contracts.***

#### ***IV. Selection Standards***

***Final purchase decisions must reflect the best interests of the library, represent the best value, and support the Library's goals.***

#### ***V. Signing Authority***

***The Director and Fiscal Officer are authorized to sign contracts on behalf of the Stow-Munroe Falls Public Library Board of Trustees.***

#### ***VI. Board Oversight***

***The Board of Trustees retains final approval authority for all service contracts.***

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-18 THAT THE BOARD OF TRUSTEES ADOPTS THE BOARD POLICY: FINANCIAL SECURITY AND CHECK AUTHORIZATION POLICY**

RESOLVED:

***I. Purpose***

*This policy establishes procedures to ensure the financial integrity and security of the Stow-Munroe Falls Public Library by defining requirements for check authorization and the safeguarding of financial instruments and sensitive materials.*

***II. Regular Account***

*All checks issued from the regular account must bear two (2) authorized signatures:*

- 1. The Fiscal Officer or Director, and*
- 2. Any officer of the Board of Trustees.*
- 3. This dual-signature requirement provides oversight and accountability in the disbursement of library funds.*

***III. Secure Storage of Financial and Sensitive Materials***

*The Fiscal Officer and/or the Director shall maintain a secure cabinet or other locked facility for the storage of:*

- Unused checks*
- Personnel records*
- Financial documentation*
- Contracts, and*
- Other sensitive or valuable materials as deemed appropriate.*

*Access to the secure cabinet is limited to authorized personnel designated by the Fiscal Officer or Director to ensure the protection and confidentiality of library records and assets.*

***IV. Policy Review and Revision***

*This policy shall be reviewed periodically by the Board of Trustees and updated as necessary to comply with applicable laws, accounting standards, and best practices in financial management.*

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**FUNDING INITIATIVES**

Ms. Wyckoff stated that the Funding Initiatives committee did not meet. She did remind the Board that the Foundation's Music Bingo Fundraiser is October 29, 2025, from 6:00pm to 9:00pm. Tickets are \$40 per person. That the Foundation is hoping to have 100 people attend.

#### HUMAN RESOURCES

Mr. Mancuso stated that the Human Resources Committee did not meet. He noted that the Director's annual review is scheduled for November and mentioned the possibility of using a different review form, potentially through BambooHR.

#### LEGISLATION/RULES

Mrs. Daniel stated the Legislation/Rules Committee did not meet.

#### LONG RANGE PLANNING

Mr. Shubert stated the Long Range Planning Committee did not meet.

#### RECORDS COMMISSION

Mr. Shubert stated the Records Commission Committee met prior to the Board meeting at 6:30pm.

Mr. Shubert stated the Records Commission Committee recommends:

#### **MOTION NO. 251020-19 THAT THE BOARD OF TRUSTEES ACKNOWLEDGES THE RC3 SCHEDULE OF RECORDS RETENTION AND DISPOSITION FORM**

RESOLVED: That the Board of Trustees acknowledges and reviews the RC-3 Form - Schedule of Records Retention and Disposition. Please see attached copy attached.

The Director will submit the RC-3 form to the Ohio Historical Society.

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.



**MOTION NO. 251020-20 THAT THE BOARD OF TRUSTEES AMENDS BOARD  
POLICY: RECORD RETENTION AND DISPOSAL**

RESOLVED:

~~Effective September 29, 2007, the Library records commission will maintain all records per ORC 149.411.~~

~~Records shall fall into two (2) categories: **permanent** and **non-permanent**. Retention of records may be in the form of electronic media, print, or tape.~~

~~The Fiscal Officer *or* Director will prepare a list of records to be disposed of when the retention period has been completed. The Library records commission will approve the list prior to disposal. This list, once approved, will become a part of the minutes of the Board. The Fiscal Officer *or* Director will complete and submit the required forms to the Ohio Historical Society.~~

~~No records shall be destroyed, transferred or disposed of without the knowledge of the Library records commission or in violation of this policy.~~

**PERMANENT:**

Annual Budget

Annual Financial Report to the State Auditor

Annual Financial Report—Other

Annual Report to the State Library

Annual Reports

Audit Reports

Board Minutes

Board Policy Files

Board of Zoning Appeals Filings

Bond Records

Building Blueprints and Specifications

Building Inspection Reports

Building Projects (successful)

Capital Outlay Files

Committee Meeting Minutes

Historical Files

Legal Opinions

OPERS Records

Payroll Records (City, State and Federal Withholding forms, Pay increase letters, Sick and Vacation Leave, W-2s)

Personnel Policies

Personnel Records (Application, Hire Letter, Promotion Letter, Resignation Letter, Performance Evaluations, Notification of pay step increases)

## **NON-PERMANENT:**

### **Circulation**

Borrower Agreements (Eclectic Collection) Until discharged

Circulation Records Retain until no longer of  
administrative value—

Clevnet Enforced

### **Contracts, Leases**

Bids (successful)	15 years after expiration
Bids (unsuccessful)	3 years after successful contract
Construction	16 years after completion
General	15 years after expiration
Insurance Policies/Bonds	2 years after expiration
Leases equipment	2 years after expiration
Leases Real Estate audited	5 years after expiration provided

### **Employee Files**

Accident/incident reports	5 years
Employment applications (not hired)	1 year

### **Financial**

Accounts payable ledger	4 years provided audited
Appropriation ledger	5 years provided audited
Bank deposit receipts	4 years provided audited
Bank statements (general)	4 years provided audited
Bank statements (payroll)	4 years provided audited
Cancelled checks	4 years provided audited
Cash journal	4 years provided audited
Check registers	4 years provided audited
Depository agreements	5 years provided audited
Invoices (Vouchers)	4 years provided audited
Inventories	until superseded
Investment ledger/records	4 years provided audited
Purchase orders/requisitions	4 years provided audited
Receipt journals	4 years provided audited
Tax Budgets (County)	10 years provided audited

Time sheets	4 years provided audited
W-2	6 years provided audited
W-4, IT4	until superseded
Workers Compensation claims	10 years after termination of employment

## **Legal**

Claims and litigation records 5 years after case is closed and appeals exhausted

## **Miscellaneous**

Consultant reports	4 years
Correspondence (informative)	2 years
Digital Video Surveillance	14 Days
Donation records (non-cash)	4 years
Grant files	5 years provided audited & end of grant
Job descriptions	until superseded
Meeting Room applications	3 years
Survey reports	4 years
Technology plan	until superseded
Transient material (all informal and/or Temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
Unusual Occurrence reports	2 years provided no claims pending
Volunteer Records	Until person no longer volunteering

## **General Policy**

- *The Library Records Commission will manage all records according to Ohio Revised Code (ORC) 149.411.*
- *Records fall into two categories:*
  1. *Permanent*
  2. *Non-Permanent*

*Records may be kept in electronic, print, or tape form.*

- *The Fiscal Officer or Director will prepare a list of records eligible for disposal after their retention period.*
- *The Library Records Commission must approve this list before disposal. The approved list will be added to the Board's meeting minutes.*
- *Required forms will be submitted to the Ohio Historical Society.*
- *No records may be destroyed, transferred, or disposed of without approval from the Library Records Commission.*

***Permanent Records -these must be kept indefinitely:***

- *Annual budgets, financial reports, and audit reports*
- *Annual reports to the State Library and other agencies*
- *Board minutes, policy files, committee minutes, zoning appeals, bond records*
- *Building plans, inspections, and records of completed building projects*
- *Capital outlay files*
- *Historical files and legal opinions*
- *OPERS records*
- *Payroll records (withholding forms, pay increases, sick/vacation leave, W-2s)*
- *Personnel policies and individual personnel records (applications, letters, evaluations, etc.)*

***Non-Permanent Records- these are retained only for a set time period:***

***Circulation***

- *Borrower agreements (Eclectic Collection): Until discharged*
- *Circulation records: Until no longer administratively valuable (CLEVNET enforced)*

***Contracts and Leases***

- *Bids (successful): 15 years after expiration*
- *Bids (unsuccessful): 3 years after successful contract*
- *Construction: 16 years after completion*
- *General contracts: 15 years after expiration*
- *Insurance policies/bonds: 2 years after expiration*
- *Equipment leases: 2 years after expiration*
- *Real estate leases: 5 years after expiration, if audited*

***Employee Records***

- *Accident/incident reports: 5 years*
- *Employment applications (not hired): 2 year*

***Financial Records***

- *Accounts payable ledger: 4 years (if audited)*
- *Appropriation ledger: 5 years (if audited)*
- *Bank receipts, statements, cancelled checks, cash journals, check registers, deposit agreements: 4–5 years (if audited)*
- *Invoices/vouchers, purchase orders, receipt journals: 4 years (if audited)*
- *Inventories: Until superseded*

- *Investment records: 4 years (if audited)*
- *Tax budgets (county): 10 years (if audited)*
- *Time sheets: 4 years (if audited)*
- *W-2: 6 years (if audited)*
- *W-4, IT-4: Until superseded*
- *Workers' compensation claims: 10 years after termination of employment*

#### ***Legal***

- *Claims and litigation records: 5 years after case is closed and appeals exhausted*

#### ***Miscellaneous***

- *Consultant reports: 4 years*
- *Informational correspondence: 2 years*
- *Digital video surveillance: 14 days*
- *Donation records (non-cash): 4 years*
- *Grant files: 5 years (if audited) and after grant ends*
- *Job descriptions: Until superseded*
- *Meeting room applications: 3 years*
- *Survey reports: 4 years*
- *Technology plan: Until superseded*
- *Transient material (emails, notes, drafts): Keep only as long as administratively useful*
- *Unusual occurrence reports: 2 years (if no claims pending)*
- *Volunteer records: Until volunteer service ends*

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

#### **NEW BUSINESS**

Mr. Shubert appointed Emily Hegner as Chair, Rich Bedell and Angela Daniel, as the Nominating Committee for Officers on the Stow-Munroe Falls Public Library Board of Trustees for 2026.

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**EXECUTIVE SESSION**

**MOTION NO. 251020-21 THAT THE BOARD OF TRUSTEES ADJOURN TO EXECUTIVE SESSION**

Jundi moved; Mancuso seconded;

RESOLVED: That the Board of Trustees moves to adjourn into executive session to review applicants for the Fiscal Officer position.

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-22 THAT THE BOARD OF TRUSTEES ADJOURN TO REGULAR BOARD MEETING**

AYES: Bedell, Mancuso, Hegner, Jundi, Wyckoff, Daniel, Shubert

NAYS:

Motion carried.

**MOTION NO. 251020-23 MOTION TO ADJOURN**

Mancuso moved, Bedell seconded to adjourn the meeting at 8:25pm.

All were in favor.

Motion carried.

Secretary

Board President

Gale J Koritansky  
Library Director